



# Human Resources Newsletter

## December 2003 News

### What's New, What's Hot

- The following DOTD policies were recently revised. Updated versions are available on HR's Web Page. Any questions/comments may be directed to Susan Pellegrin, HR Assistant Director, at [susanpellegrin@dotd.louisiana.gov](mailto:susanpellegrin@dotd.louisiana.gov) or Ph. (225) 379-1292.
  - [PPM #12](#) - Compliance with Fair Labor Standards Act (FLSA)
  - [PPM #33](#) - Promotions, Reallocations, Reassignments and Details
  - [PPM #46](#) - Establishment of DOTD Standing Committee on Human Resources (SCHR)
- Employee Recognition Program:
  - Nominations for 4th Quarter - Ending December 31, 2003 are due Tuesday, December 9, 2003.
  - HQ Employee Recognition Committee Meeting: Tentatively scheduled for December 22, 2003.
- Performance Planning and Review Program:
  - PPR Form in Lotus Application recently updated to include the word "Required" next to the "Annual On" date for Planning Sessions.
  - PPR Anniversary Date Schedules for calendar year 2004 on DOTD HR Web Page.
- **New HR Training:** HR will soon offer a new training course entitled How to Select the Best Qualified Candidate that will help enhance the employee selection process. It will provide helpful tips on preparing documentation to support selection decisions. More to follow.

### Special Events

- December 3 - CS Commission Meeting
- December 3 - HQ New Employee Orientation
- December 17 - SCHR Meeting
- December 25-26 - Christmas Holiday

### HR Unit Updates

#### Employee Relations Unit

- We have a few seats remaining for the LASERS Prep to Go Seminars at headquarters. If you are interested in attending, please contact Christy Smith, at (225) 379-1229. If you're already scheduled, but unable to attend, please contact Christy as soon as possible.



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( Continued )

### HR Unit Updates ( continued )

#### Personnel Management Unit

- This is to remind supervisors about DOTD's Flexible Pay Options:
  - Recruiting to Fill Difficult-to-Fill Positions (New hires). See [PPM #52](#) (revised Oct. 9, 02) page 8, paragraph 1.
  - Retention Tool (Existing employees). See [PPM #52](#) (revised Oct. 9, 02) page 9, paragraph 2.
  - Adjust Pay Differentials Between Comparable Employees. See [PPM #52](#) (revised Oct. 9, 02) page 9, paragraph 3.
  - Compensation for Additional Duties. See [PPM #52](#) (revised Oct. 9, 02) page 10, paragraph 4.
- For employees interested in the Education Leave/Tuition Reimbursement Program, please see [PPM #17](#) (Revised March 24, 2003). Contact Christy Smith, 225-379-1229 if you have any questions.
- Preventing Workplace Violence Training (make-up) will be conducted on December 17 & 18 starting at 1:00 p.m. in the HQ Annex Building, Room 202. Those employees needing to attend who have not already been scheduled, need to contact Ranzy Montet at [ranzymontet@louisiana.gov](mailto:ranzymontet@louisiana.gov), Ph. (225) 379-1293.